

**The Cardinal Wiseman Catholic School**  
**Minutes of the Additional Full Governing Body Meeting**  
**Thursday 12<sup>th</sup> September 2024 – 7.00pm**

*Prior to the meeting, a Welcome Mass was celebrated for Governors in the School Chapel from 6.30pm.*

**Present at the meeting:**

<b>Name</b>	<b>Category of Governor</b>	<b>Information</b>
<b>Betty Bonnardel-Azzarelli</b>	Foundation	<i>Chair of Resources Committee &amp; Chair of Pay Review Panel</i>
<b>Daniel Coyle</b>	Staff	<b><i>Headteacher</i></b>
<b>Michael Doyle</b>	Foundation	
<b>Clare Ivory</b>	Parent	
<b>Anne Majcherczyk-Olczak</b>	Foundation	<i>Chair of Catholic Life Committee <b>Elected Vice Chair of Governors at this meeting</b></i>
<b>Edyta Marciniuk</b>	Parent	
<b>Michelle Samuel</b>	Foundation	<i>Chair of Curriculum Committee</i>
<b>Sarah Stark</b>	Foundation	
<b>Michelle Sylvester</b>	Foundation	<i>Chair of Admissions Panel</i>
<b>Roz Smith</b>		<i>Clerk to the Governors</i>

*The meeting was declared quorate.*

**PART ‘A’ MINUTES**

In the absence of the Chair of Governors, the Vice Chair agreed to lead and chair this Full GB meeting.

1/ Prayers had been led by Father Liam during the Welcome Mass earlier. The Head welcomed all Governors to the new meeting venue (Room J-2) where all Governing Body meetings would be held from now on. Those in attendance acknowledged this.

2/ **Apologies for Absence**

<b>Name</b>	<b>Category</b>	<b>Information</b>
<b>Nicole Alexander-Morrell</b>	Foundation	<i>Apologies Received. Authorised Absence. <b>Elected Chair of Governors at this meeting</b></i>
<b>Jerrome Buck-Townsend</b>	LA (Citizen)	<i>Apologies Received via WhatsApp. <b>Unauthorised Absence.</b></i>

3/ **Governing Body Membership**

The Clerk advised that The Cardinal Wiseman Catholic School’s Governing Body membership needed to be fully represented as per the Instrument of Government and it should consist of 16 Governors.

The Clerk advised the GB is currently comprised by the following 11 active members:

- 7 Foundation Governors
- 1 Staff
- 2 Parents
- 1 Local Authority

The Clerk highlighted the GB has the following vacancies:

- 2 Foundation Governors
- 2 Co-Opted Governors
- 1 Staff Governor

The Clerk advised that a recent applicant had been provided with an application form and details about the role of Foundation Governor but the completed application had not been returned. The applicant had been invited to join tonight's meeting as an Observer but had not turned up.

Governors would need to advertise the two Foundation and the two Co-Opted Governors vacancies through the local parishes or through "Governors for Schools". The Clerk advised she would be attending a webinar with Governors for Schools to find out more information and guidance to help us with the recruitment of Governors.

The Head confirmed he would advertise the Staff Governor vacancy to all staff and, possibly, this role will be filled up before the next Full GB meeting in October.

**Decision:** The GB acknowledged the above information.

**Action1:** To Head to advertise the role of Staff Governor.

**Action2:** Following the analysis of Governors' Skills Audit, to advertise current vacancies on Governors for Schools and local parishes.

#### **4/ Election of Chair**

The Clerk confirmed that only one nomination had been received: **Nicole Alexander-Morrell**

Those in attendance unanimously voted to elect Nicole Alexander-Morrell as Chair of Governors at The Cardinal Wiseman Catholic School, for a period of one year. This was seconded by Anne Majcherczyk-Olczak.

**Action:** The Clerk will notify the Local Authority of this appointment.

#### **5/ Election of Vice-Chair**

The Clerk confirmed that only one nomination had been received: **Anne Majcherczyk-Olczak**

Those in attendance unanimously voted to elect Anne Majcherczyk-Olczak as Vice Chair of Governors at The Cardinal Wiseman Catholic School, for a period of one year. This was seconded by Betty Bonnardel-Azzarelli.

**Action:** The Clerk will notify the Local Authority of this appointment.

#### **6/ a) Declaration of Business Interests 2024/25**

A Declaration of Business Interests form was provided to each member of the Governing Body at the meeting. Governors were asked to complete and sign the form and return it to the Clerk at the end of the meeting. Those in attendance handed in their Declaration forms.

**Action:** As per LA guidance, all Governors must declare any changes to their Declarations at each Full GB and Committee/Panel meeting. The Clerk will contact any Governors not in attendance to complete and hand in their Declaration of Business Interests form.

**Action:** The Clerk will maintain the Register of Governors' Pecuniary (Business) Interests.

**b) Governing Body's Code of Conduct 2024/25**

A copy of the GB's Code of Conduct 2024/25 had been provided to Governors. At the meeting, those in attendance, were asked for their agreement and approval of this document. Governors agreed and approved it. The 24/25 Code of Conduct will be signed by the Chair of Governors on behalf of the whole board. This was acknowledged by Governors.

**Decision:** The Code of Conduct 2024/25 was agreed and approved at this meeting.

**Action:** The Chair of Governors will sign this document and the Clerk will keep it on file.

**c) WhatsApp Policy 2024/25**

A copy of the WhatsApp Policy 24/25 had been provided to Governors prior to the meeting. No changes had been made to the policy but the list of Governors' names had been updated. Governors agreed and approved this policy. All Governors were asked to sign the document to acknowledge and accept the policy.

**Decision:** The WhatsApp Policy was agreed and approved at this meeting.

**Action:** All Governors to sign the document and the Clerk will keep it on file.

**d) Skills Audit 2024/25**

Governors had been provided with a Skills Audit form and were asked to complete it and to submit it to the Clerk as soon as possible. Following a review of these forms, the Governing Body would commence the advertising and recruitment of new governors. Those in attendance acknowledged this.

**Action:** All members of the Governing Body to complete a Skills Audit form and submit it to the Clerk as soon as possible.

**7. School Policies for Approval & Ratification by the FGB**

The following policies had been provided to the Governors in advance for their perusal and to raise comments or queries. These documents were taken as read prior to this meeting.

**A) *The Construction (Design & Management) Regulations 2015***

**Comment:** This Head advised this was an important document which the Full Governing Body (GB) needed to agree and adopt on an annual basis as indicated by the Diocese of Westminster. He pointed out that, throughout the recent building works at our school, this document had been key and was referred to by building contractors.

**Decision:** *The Full Governing Board agreed to adopt this document.*

**B) *Attendance Policy 2024 (Annual)***

**Comment:** The Head acknowledged and thanked the Chair and Governors for their attentiveness to this policy and amendments had been made as requested. The various changes had been highlighted

for ease of identification. The Head advised there was focus from DfE as to how best to support families with pupils' attendance and he wanted to confirm how seriously attendance was considered at Cardinal Wiseman.

**Action1:** *On Page 14, midway down the page the bullet refers to sections 4.2 and 4.3 but as the paragraphs are not numbered it is not clear what this refers to.*

**Action 2:** *On Page 17, two paragraphs are repeating themselves, can these be amended accordingly?*

**Action3:** *On Page 18, to add the full term for the acronym "EBSA" and to apply the same practice to any other acronyms currently on the document.*

**Action4:** *The Head agreed to action the above.*

**Decision:** *The Full GB agreed and approved this policy.*

### **C) Behaviour Policy – Sept 2024 (Annual)**

**Comment:** The Head advised that the Chair had raised a number of points and comments. He had responded to those comments and the Behaviour policy will be condensed but will remain a solid document. With reference to Page 23 – "Confiscation" – the items had been listed. He added that "Searching a Pupil" was a difficult issue to address but, in particular, 'Strip Search' had been highlighted on Page 26. All guidance for schools had been issued by the Department for Education to protect schools and children.

**Decision:** *The Full GB agreed and approved this policy.*

### **D) Child Protection & Safeguarding Policy 2024**

**Comment:** The Head advised this policy had been updated (highlighted areas) along with the names of the new members of staff in charge of safeguarding and posters were displayed around the school. Staff had received safeguarding training when they returned to school during training days. The Head confirmed that safeguarding training would be provided to Governors by the Director of Inclusion at the Autumn Full GB meeting.

A Governor queried if reference should be made in the policy about updates to staff and governors' DBS checks as it does not seem to be included in this policy and it should be included. The Head agreed that such proposal would be good practice to include in this policy. He confirmed that DBS checks were carried out and updated automatically on all members of staff and governors. Our school subscribes to the Single Central Record service and a member of our school staff regularly oversees and actions any DBS checks that need to be updated or undertaken.

**Action:** *To include a paragraph in this policy to confirm school procedures on DBS checks for staff and governors.*

**Decision:** *The Full GB agreed and approved this policy.*

### **E) Suspension & Exclusions Policy 2024**

**Comment:** The Head advised that this policy had been updated and changes had been highlighted. He referred to Section 2 "Off-rolling" and explained this is a form of gaming which occurs when a school makes the decision, in the interests of the school and not the pupil. He added that this description was not a form of 'gaming' (computer game) but this is how the Department for Education calls it and it is also a terminology used by Ofsted.

***Action:*** *Could further information be provided on ‘gaming’, perhaps something in brackets to explain this further. The Head agreed to progress this.*

***Decision:*** *The Full GB agreed and approved this policy.*

***F) Special Educational Needs Policy 2024 (Annual)***

***Comment:*** The Head advised a few changes had been made to this policy which had been highlighted for ease of identification confirming that Cardinal Wiseman’s is a strong SEN policy. He pointed out the SEN Link Governor’s name had been added to the policy.

***Decision:*** *The Full GB agreed and approved this policy.*

***G) SEN Information Report 2024 (Annual)***

***Comment:*** The Head advised this is a statement to show how Cardinal Wiseman supports SEN students and this report supplements our SEN Policy. He informed Governors that, during the summer break, a new SEN facility had been built for SEN students in the Bethlehem Building.

***Decision:*** *The Full GB agreed and approved this report.*

***H) Equality and Inclusion Policy 2 – March 2024***

***Comment:*** The Head confirmed that this policy is reviewed and updated every year.

***Decision:*** *The Full GB agreed and approved this policy.*

***I) Leave of Absence Policy – Sept 2024***

***Comment:*** The Head confirmed there had been one change. He pointed out that although we cannot do a ‘compressed’ day, we can be creative. He provided a number of examples emphasising the school’s recognition of the work staff do at school, their workload and importance of their well-being.

***Decision:*** *The Full GB agreed and approved this policy*

***J) Working together to improve school attendance updated for August 2024***

***Comment:*** The Head advised this document had been prepared by a member of staff as guidance notes to all members of staff. The document highlighted information the DfE had published as a new version of *working together to improve school attendance*. This had become statutory guidance on 19th August 2024.

***Decision:*** *The Full GB acknowledged this document.*

***K) Letter to Parents***

***Comment:*** The Head advised he wanted to share this letter with Governors and highlight to them how Cardinal Wiseman supports parents/carers with reference to pupils’ attendance.

***Decision:*** *The Full GB acknowledged this document.*

***L) NFIS Attendance Guidance***

***Comment:*** The Head advised that one of our Governors had provided this poster showing how to provide support to families, constructively. He confirmed that at Cardinal Wiseman we were doing so.

***Decision:*** *The Full GB acknowledged this document.*

**Additional Comment:** The Head advised he had withdrawn the Teaching & Learning Policy as a number of comments had been raised. This policy would be carefully looked at and amended accordingly. The document would be submitted for approval and ratification at the next Full GB meeting in October. Those in attendance acknowledged this information.

**Decision:** The amendments made and to be made to the policies presented at this meeting were unanimously agreed, approved and ratified by the Full GB.

**Action1:** The Head will oversee the additional amendments requested at this meeting.

**Action2:** The Head will notify the Director of Inclusion of the Governors' decision so the approved documents are uploaded onto the school's website and staff SharePoint, as applicable.

## 8/ **Finance Protocols Update**

The following documents had been provided to Governors in advance and were taken as read prior to this meeting. The Head advised that these documents had been updated and required the final approval from the Governing Board.

### a) **List of School Bank Accounts 24/25**

**Comment:** The Head confirmed that this document had been updated as discussed at a previous meeting. The update related only to the new Charity Donations bank account and the rest of the document remained the same. He advised that Lloyds Bank is going paperless and only the School Business Manager can access bank statements on line. The Bank recommended that a second person should download these. Governors agreed the Headteacher should be the second person to download the school's bank statements. The Head acknowledged this adding that he wanted to reassure governors that our school's finance procedures were done with rigour.

**Decision:** *The Full GB recommended and approved for the Headteacher to be the second person who can download bank statements and documents from our bankers: Lloyds Bank.*

**Action:** The Head will notify the School Business Manager of this resolution.

### b) **Charity Donations Policy and Procedures 24/25**

**Comment:** The Head advised this is a new policy and sits alongside the new Charity Donations Bank Account which reflects the school's commitment to good financial practice. Governors acknowledged this policy and approved it.

**Decision:** *The Full GB agreed and approved Charity Donations Policy & Procedures 24/25.*

**Action:** *The Head will notify the School Business Manager.*

### c) **Risk Assessment Donation Cash April 2024**

**Comment:** The Head advised he had prepared this document which provided an explanation about monies received by the school as cash donations. He confirmed this would be a safe and appropriate manner to handle charity money. Governors acknowledged, agreed and approved the Risk Assessment put forward by the Headteacher.

**Decision:** *The Full GB agreed and approved the Risk Assessment Procedures for cash donations.*

**Action:** The Head will notify the School Business Manager.

d) **Scheme of Delegation 24/25**

**Comment:** The Head advised that the Scheme of Delegation document contained a comprehensive overview of delegation at our school. The document had been updated detailing the new members of staff who will be budget holders this academic year. A governor queried if there were any members of staff whose spouses worked at the school and asked if there would be any conflicts of interest? A Governor asked if there was someone else who would countersign documents? The Head agreed that this would be brought to the attention of the School Business Manager and finance protocols would be updated accordingly in order to address this type of situation.

**Decision:** *The GB approved the Scheme of Delegation but agreed this document needed to be reviewed with reference to members of staff Pecuniary/Business Interests.*

**Action1:** A correction must be made to the surname of the Head of Business Studies/Economics. It should read “Molloy”.

**Action2:** The Head will liaise with the School Business Manager to highlight and update the Staff ‘Pecuniary / Business of Interests’ in our finance procedures.

9/ **Academisation Update**

The Head advised that he had nothing to add on this topic.

10/ **Confirmation of the following:**

a) **Membership of 2024/25 Committees and Panels - Agreed**

The following Governors asked to join the **Pay Review Panel**: *Edyta Marciniuk, Michael Doyle, Michelle Sylvester.*

**Action:** Governors were encouraged to sign up to the Headteacher’s Performance Training provided by the local authority.

b) **Governors’ Meetings Cycle for 2024/25 - Agreed**

The Chair of Resources asked for a Teams link so she can attend the meetings on 17/10/2024 and possibly the Pay Review Panel on 24/10/2024.

Clare Ivory advised that, due to work commitments, she will not be able to attend the next full GB meeting on 17/10/2024. This was acknowledged by Governors and the Clerk.

**Action1:** The Clerk will communicate the Governors’ Meetings dates to members of SLT and other members of staff involved in Governors’ meetings.

**Action2:** The Clerk will arrange Teams Links for the Chair of Resources as requested.

c) **Link Governors for 24/25 - Specific Responsibilities**

The following Governors agreed to be known as ‘*Governors with a Specific Responsibility*’:

<b>Child Protection:</b>	Nicole Alexander-Morrell, Daniel Coyle, Michelle Sylvester
<b>Literacy:</b>	Edyta Marciniuk
<b>Looked After Children:</b>	Jerrome Buck-Townsend
<b>Religious Education:</b>	Anne Majcherczyk-Olczak
<b>Numeracy:</b>	Michael Doyle
<b>Students’ Careers/PSHE:</b>	Michelle Samuel
<b>Special Educational Needs:</b>	Sarah Stark

**Equality, Diversity & Inclusion:** Michelle Samuel

**Training for Governors:** Clare Ivory

**11/ Training for Governors**

Clare Ivory advised that she would update the spreadsheet with courses available by the Local Authority and the Diocese of Westminster. Governors were reminded of the need to address their training gaps and, as a Board, everyone needed to address their training requirements.

***Safeguarding Training:***

Governors were encouraged to register on the three-hour safeguarding training. The training is very comprehensive and it is in line with the School Improvement Plan.

***Head's Performance Review Training:***

Governors were encouraged to take part in the Headteacher's Performance Review training provided by our local authority. An email had been sent to Governors with a link to register on the course.

***Skills Audit:***

Governors were asked to complete the skills audit, which will help find the training needs the Board requires and for the recruitment of Governors for current vacancies. All those in attendance acknowledged this.

**Action:** The Clerk will send a GovernorsHub invite email to all Governors so they can gain access to it.

**12/ Minutes of Last Meeting - Agreed.**

**13/ Matters Arising from Last Meeting - None**

**14/ Date of Next Meeting: Thursday 17<sup>th</sup> October 2024 – 6.30 pm**

*Meeting closed at 8.30 pm*

**Part 'A' Minutes Approved by: .....**

**Nicole Alexander-Morrell**

**Chair of Governors**

*Roz Smith*

*Clerk to the Governors*